Agenda Item No.\_\_\_

File Code No. 230.04



### CITY OF SANTA BARBARA

#### **COUNCIL AGENDA REPORT**

AGENDA DATE: May 25, 2010

TO: Mayor and Councilmembers

**FROM:** Accounting Division, Finance Department

**SUBJECT:** Fiscal Year 2010 Third Quarter Review

#### **RECOMMENDATION:** That Council:

A. Hear a report from staff on the status of revenues and expenditures in relation to budget as of March 31, 2010;

B. Accept the Fiscal Year 2010 Interim Financial Statements for the Nine Months Ended March 31, 2010; and

C. Approve the adjustments to the Fiscal Year 2010 budget as shown in the attached Schedule of Recommended Third Quarter Adjustments.

#### **DISCUSSION:**

Each month, staff presents the interim financial statements (Attachment 2) showing the progress of revenues and expenditures in relation to budget for the City's General Fund, Enterprise Funds, Internal Service Funds, and select Special Revenue Funds. Each quarter, the interim financial statements are expanded to include a detailed narrative analysis of the General Fund and Enterprise Funds. This narrative analysis is included in the attached interim financial statements (Attachment 1).

The Finance Department presents a report to Council on the third quarter results of operations, similar to the mid-year report. This report incorporates analysis of account balances and explanations of unusual and/or significant trends or variances from the budget through March 31, 2010. Proposed adjustments to the budget are also presented to Council in the third quarter review. These adjustments are the result of new information and/or unanticipated events that occurred since the adoption of the budget in June 2009.

The following adjustments to the Fiscal Year 2010 Budget are proposed:

 Increase General Fund, Finance Department, appropriations by \$75,000 for audit services related to utility users' tax revenues and cable franchise fees. Both audit contracts would be funded by an increase in the new utility services late fee of \$75,000, which is expected to exceed budget by year-end in that amount.

The first contract is for UUT audit services with Muni Services. This is a long-standing contract that staff had initially planned for termination at the beginning of Fiscal Year 2010 as part of the Finance Department's budget reductions. However, after additional consideration, staff decided it was appropriate to continue the contract since it generates revenue, which over time has exceeded the cost of the contract. The cost of the contract is \$50,000 and would be funded from additional revenues expected from the utility late fee.

The second audit contract proposed is to conduct an audit of cable franchise fees and utility users tax in connection with renewal of the existing cable franchise agreement which expires in December 2010. The cost of the audit is estimated at \$25,000 and would be funded from additional utility late fee revenues.

2) Increase County Library Fund appropriations by \$25,000 to pay the cost of a library parcel tax survey commissioned by the City of Goleta and the County of Santa Barbara. Half of the cost of this survey of Goleta Valley residents will be paid by the County Library Fund. These additional appropriations will be funded from County Library Fund reserves and will not impact the City's General Fund.

This review is the last formal presentation of interim financial results that Finance Department staff will make to Council before the end of the fiscal year. The fourth quarter review will report on actual results for the year and will be presented after the close of this fiscal year.

**ATTACHMENT(S):** 1. Interim Financial Statements for the Nine Months Ended March 31, 2010 (Narrative Analysis)

2. Summary by Fund Statement of Revenues and Expenditures for the Nine Months Ended March 31, 2010

3. Schedule of Recommended Third Quarter Adjustments

**PREPARED BY:** Rudolf J. Livingston, Accounting Manager

**SUBMITTED BY:** Robert Samario, Interim Finance Director

**APPROVED BY:** City Administrator's Office

## Interim Statement of Revenues and Expenditures Summary by Fund For the Nine Months Ended March 31, 2010 (75% of Fiscal Year)

-	Annual Budget	YTD Actual	Encum- brances	Remaining Balance	Percent of Budget
GENERAL FUND					
Revenue	103,213,645	68,795,042		24 419 602	66.7%
Expenditures	103,370,523	72,367,724	668,515	34,418,602 30,334,316	70.7%
Addition to / (use of) reserves	(156,878)	(3,572,682)	(668,515)	30,334,310	70.776
WATER OPERATING FUND					
Revenue	34,188,296	26,031,756	-	8,156,540	76.1%
Expenditures	37,418,635	23,637,395	2,788,322	10,992,918	70.6%
Addition to / (use of) reserves	(3,230,339)	2,394,361	(2,788,322)		
WASTEWATER OPERATING FUND					
Revenue	14,828,850	11,041,726	-	3,787,124	74.5%
Expenditures	16,070,288	10,130,460	1,070,791	4,869,036	69.7%
Addition to / (use of) reserves	(1,241,438)	911,265	(1,070,791)		
DOWNTOWN PARKING					
Revenue	6,762,290	5,079,199	_	1,683,091	75.1%
Expenditures	8,195,457	5,419,782	421,612	2,354,064	71.3%
Addition to / (use of) reserves	(1,433,167)	(340,583)	(421,612)	2,001,001	7 1.5 70
AIRPORT OPERATING FUND					
Revenue	12,440,678	9,491,955		2.040.722	70.00/
Expenditures	12,723,593	8,566,347	462,353	2,948,723	76.3%
Addition to / (use of) reserves	(282,915)	925,608	(462,353)	3,694,893	71.0%
GOLF COURSE FUND					
Revenue	2,380,438	1,468,098	-	912,340	61.7%
Expenditures	2,785,158	1,892,761	102,545	789,852	71.6%
Addition to / (use of) reserves	(404,720)	(424,663)	(102,545)		
INTRA-CITY SERVICE FUND					
Revenue	6,397,840	4,578,665		1,819,175	71.6%
Expenditures	6,659,667	4,414,968	306,762	1,819,175	71.6%
Addition to / (use of) reserves	(261,827)	163,697	(306,762)	1,937,930	10.570
	(201,021)	100,091	(500,702)		

### Interim Statement of Revenues and Expenditures Summary by Fund

For the Nine Months Ended March 31, 2010 (75% of Fiscal Year)

-	Annual Budget	YTD Actual	Encum- brances	Remaining Balance	Percent of Budget
FLEET REPLACEMENT FUND					
Revenue	1,779,868	1,437,981	-	341,887	80.8%
Expenditures	3,821,874	837,619	835,492	2,148,763	43.8%
Addition to / (use of) reserves	(2,042,006)	600,362	(835,492)	_,,	
FLEET MAINTENANCE FUND	0.500.000				
Revenue	2,530,238	1,860,178	-	670,060	73.5%
Expenditures	2,631,703	1,533,132	284,649	813,922	69.1%
Addition to / (use of) reserves _	(101,465)	327,046	(284,649)		
SELF INSURANCE TRUST FUND					
Revenue	6,073,674	4,522,214	-	1,551,460	74.5%
Expenditures	6,519,840	3,928,094	208,782	2,382,963	63.5%
Addition to / (use of) reserves _	(446,166)	594,120	(208,782)		
INFORMATION SYSTEMS ICS FUND					
Revenue	2,435,147	1,834,614	-	600,533	75.3%
Expenditures	2,630,280	1,724,252	92,814	813,214	69.1%
Addition to / (use of) reserves	(195,133)	110,362	(92,814)		
WATERFRONT FUND					
Revenue	11,522,348	8,725,329	-	2,797,019	75.7%
Expenditures	12,061,259	8,299,078	366,426	3,395,756	71.8%
Addition to / (use of) reserves	(538,911)	426,251	(366,426)		
TOTAL FOR ALL FUNDS	*				
Revenue	204,553,312	144 866 766		E0 606 555	70.00/
Expenditures	214,888,278	144,866,756 142,751,614	7,609,064	59,686,555 64,527,633	70.8% 70.0%
Addition to / (use of) reserves	(10,334,966)	2,115,143		04,027,000	70.0%
Addition to / (use oi) reserves	(10,334,800)	2,110,140	(7,609,064)		

<sup>\*\*</sup> It is City policy to adopt a balanced budget. In most cases, encumbrance balances exist at year-end. These encumbrance balances are obligations of each fund and must be reported at the beginning of each fiscal year. In addition, a corresponding appropriations entry must be made in order to accommodate the 'carried-over' encumbrance amount. Most differences between budgeted annual revenues and expenses are due to these encumbrance carryovers.

### CITY OF SANTA BARBARA General Fund

Interim Statement of Budgeted and Actual Revenues
For the Nine Months Ended March 31, 2010 (75% of Fiscal Year)

_	Annual Budget	YTD Actual	Remaining Balance	Percent Received	Previous YTD
TAXES					
Sales and Use	17,405,682	11,389,142	6,016,540	65.4%	13,361,504
Property Taxes	23,426,345	12,817,377	10,608,968	54.7%	12,892,638
Utility Users Tax	6,916,329	5,202,549	1,713,780	75.2%	5,176,339
Transient Occupancy Tax	11,351,970	8,560,351	2,791,619	75.4%	9,658,201
Franchise Fees	3,335,000	2,666,473	668,527	80.0%	2,234,116
Business License	2,273,300	1,742,246	531,054	76.6%	1,829,772
Real Property Transfer Tax	325,800	270,612	55,188	83.1%	222,163
Total	65,034,426	42,648,749	22,385,676	65.6%	45,374,733
LICENSES & PERMITS					
Licenses & Permits	179,000	135,840	43,160	75.9%	136,007
Total _	179,000	135,840	43,160	75.9%	136,007
FINES & FORFEITURES					
Parking Violations	2,582,774	1,800,527	782,247	69.7%	1,786,067
Library Fines	117,318	92,275	25,043	78.7%	80,492
Municipal Court Fines	150,000	96,344	53,656	64.2%	117,682
Other Fines & Forfeitures	100,000	137,731	(37,731)	137.7%	-
Total _	2,950,092	2,126,877	823,215	72.1%	1,984,241
USE OF MONEY & PROPERTY					
Investment Income	941,951	783,782	158,170	83.2%	1,058,844
Rents & Concessions	406,436	302,810	103,626	74.5%	309,067
Total _	1,348,387	1,086,591	261,796	80.6%	1,367,912
INTERGOVERNMENTAL					
Grants	2,307,577	344,872	1,962,705	14.9%	2,177,977
Vehicle License Fees	200,000	175,012	24,988	87.5%	196,037
Reimbursements	17,500	8,684	8,816	49.6%	-
Total	2,525,077	528,568	1,996,509	20.9%	2,374,015
FEES & SERVICE CHARGES					
Finance	858,930	621,878	237,052	72.4%	617,074
Community Development	4,425,717	3,374,558	1,051,159	76.2%	3,306,572
Recreation	2,448,499	1,368,678	1,079,821	55.9%	1,603,121
Public Safety	550,543	328,665	221,878	59.7%	267,919
Public Works	4,614,873	3,779,052	835,821	81.9%	3,211,089
Library	775,452	739,092	36,360	95.3%	738,951
Reimbursements	5,809,367	4,113,639	1,695,728	70.8%	3,762,126
Total	19,483,381	14,325,563	5,157,818	73.5%	13,506,852
OTHER MISCELLANEOUS REVENUES					
Miscellaneous	1,649,465	1,334,955	314,510	80.9%	2,601,097
Indirect Allocations	7,238,105	5,455,329	1,782,776	75.4%	4,885,940
Operating Transfers-In	2,805,712	1,152,570	1,653,142	41.1%	920,026
Total	11,693,282	7,942,854	3,750,428	67.9%	8,407,062
TOTAL REVENUES	103,213,645	68,795,042	34,418,602	66.7%	73,150,822

## General Fund Interim Statement of Appropriations, Expenditures and Encumbrances For the Nine Months Ended March 31, 2010 (75% of Fiscal Year)

	Annual Budget	YTD Actual	Encum- brances	** Remaining Balance	YTD Expended and Encumbered	Previous YTD
CENEDAL COVERNMENT						
GENERAL GOVERNMENT  Mayor & City Council						
MAYOR	747,750	514,571	1,447	231,732	69.0%	
Total	747,750	514,571	1,447	231,732	69.0%	597,427
City Attorney					-	
CITY ATTORNEY	2,099,358	1,499,087	-	600,271	71.4%	
Total	2,099,358	1,499,087		600,271	71.4%	1,579,788
Administration						
CITY ADMINISTRATOR	1,324,103	893,797	2,147	428,159	67.7%	
LABOR RELATIONS	187,984	120,092	-	67,892	63.9%	
CITY TV	433,943	295,299	22,850	115,795	73.3%	
Total	1,946,030	1,309,188	24,997	611,846	68.6%	1,606,269
Administrative Services						
CITY CLERK	773,167	568,856	12,893	191,418	75.2%	
HUMAN RESOURCES	1,190,764	801,080	14,661	375,023	68.5%	
ADMIN SVCS-EMPLOYEE DEVELOPMENT	182,921	109,960		72,961	60.1%	
Total	2,146,852	1,479,895	27,554	639,402	70.2%	1,436,976
Finance	004 400	474.005	10.005			
ADMINISTRATION	631,402	474,265	10,995	146,141	76.9%	
TREASURY	380,819	285,879	1,700	93,240	75.5%	
CASHIERING & COLLECTION	425,648	299,321	-	126,327	70.3%	
LICENSES & PERMITS	387,383	275,604	-	111,779	71.1%	
BUDGET MANAGEMENT	330,928	268,366	-	62,562	81.1%	
ACCOUNTING	387,205	297,931	23,547	65,727	83.0%	
PAYROLL	272,626	190,783	-	81,843	70.0%	
ACCOUNTS PAYABLE	210,352	148,636	-	61,716	70.7%	
CITY BILLING & CUSTOMER SERVICE	560,393	387,168	(2,507)	175,732	68.6%	
PURCHASING	634,301	461,819	1,565	170,916	73.1%	
CENTRAL STORES	183,684	131,721		51,963	71.7%	
MAIL SERVICES	96,326	70,038	2,088	24,200	74.9%	
Total	4,501,067	3,293,142	37,389	1,170,536	74.0%	3,570,513
TOTAL GENERAL GOVERNMENT	11,441,057	8,095,884	91,386	3,253,787	71.6%	8,790,974
PUBLIC SAFETY Police						
CHIEF'S STAFF	1,167,225	856,137	-	311,088	73.3%	
SUPPORT SERVICES	575,931	411,144	1,602	163,186	71.7%	
RECORDS	1,396,802	965,718	64	431,021	69.1%	
COMMUNITY SVCS	1,063,530	767,037	3,576	292,917	72.5%	
CRIME ANALYSIS	66,056	11,481	-	54,575	17.4%	
PROPERTY ROOM	125,326	93,247	546	31,533	74.8%	

#### General Fund

#### Interim Statement of Appropriations, Expenditures and Encumbrances For the Nine Months Ended March 31, 2010 (75% of Fiscal Year)

					YTD Expended	
	Annual Budget	YTD Actual	Encum- brances	** Remaining Balance	and Encumbered	Previous YTD
PUBLIC SAFETY						
Police						
TRNG/RECRUITMENT	381,881	360,355	5,611	15,915	95.8%	
RANGE	879,439	661,132	29,993	188,314	78.6%	
BEAT COORDINATORS	801,812	350,205	-	451,607	43.7%	
INFORMATION TECHNOLOGY	1,118,502	784,807	12,943	320,752	71.3%	
INVESTIGATIVE DIVISION	4,489,206	3,157,239	1,170	1,330,797	70.4%	
CRIME LAB	222,370	92,674	-	129,696	41.7%	
PATROL DIVISION	12,629,310	9,317,414	64,420	3,247,476	74.3%	
TRAFFIC	1,330,706	826,640	1,506	502,560	62.2%	
SPECIAL EVENTS	986,472	997,475	-	(11,003)	101.1%	
TACTICAL PATROL FORCE	1,131,685	830,130	-	301,555	73.4%	
STREET SWEEPING ENFORCEMENT	236,362	184,989	-	51,373	78.3%	
NIGHT LIFE ENFORCEMENT	458,400	213,435	-	244,965	46.6%	
PARKING ENFORCEMENT	1,031,837	655,325	16,161	360,351	65.1%	
ccc	2,383,022	1,513,826	3,795	865,401	63.7%	
ANIMAL CONTROL	564,640	459,870	-	104,770	81.4%	
	33,040,514	23,512,151	141,386	9,386,977	71.6%	25,061,729
<u>Fire</u>	· · · · · · · · · · · · · · · · · · ·	<del></del>			-	
ADMINISTRATION	1,096,276	770,167	1,511	324,598	70.4%	
EMERGENCY SERVICES AND PUBLIC ED	218,086	149,008	755	68,323	68.7%	
PREVENTION	1,187,985	853,072	226	334,687	71.8%	
WILDLAND FIRE MITIGATION PROGRAM	191,083	123,500	22,120	45,463	76.2%	
OPERATIONS	17,188,401	11,851,760	50,211	5,286,430	69.2%	
ARFF	1,623,165	1,209,399	-	413,766	74.5%	
Total	21,504,996	14,956,907	74,823	6,473,266	69.9%	15,640,151
TOTAL PUBLIC SAFETY	54,545,510	38,469,058	216,209	15,860,243	70.9%	40,701,880
PUBLIC WORKS Public Works						
ADMINISTRATION	862,361	583,201	7,737	271,424	68.5%	
ENGINEERING SVCS	4,129,675	2,997,074	11,780	1,120,821	72.9%	
PUBLIC RT OF WAY MGMT	1,011,589	676,683	3,370	331,537	67.2%	
ENVIRONMENTAL PROGRAMS	393,673	218,298	69,420	105,955	73.1%	
Total	6,397,298	4,475,255	92,307	1,829,736	71.4%	4,916,581
TOTAL PUBLIC WORKS	6,397,298	4,475,255	92,307	1,829,736	71.4%	4,916,581
OMMUNITY SERVICES Parks & Recreation						
PRGM MGMT & BUS SVCS	524,868	363,374	-	161,494	69.2%	
FACILITIES	394,356	292,749	5,830	95,777	75.7%	
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#### General Fund

#### Interim Statement of Appropriations, Expenditures and Encumbrances For the Nine Months Ended March 31, 2010 (75% of Fiscal Year)

					YTD Expended	
	Annual Budget	YTD Actual	Encum- brances	** Remaining Balance	and Encumbered	Previous YTD
COMMUNITY SERVICES						
Parks & Recreation						
YOUTH ACTIVITIES	752,636	462,590	5,669	284,377	62.2%	
SR CITIZENS	722,733	515,393	189	207,150	71.3%	
AQUATICS	1,033,575	786,008	24,666	222,901	78.4%	
SPORTS	483,177	315,819	9,390	157,968	67.3%	
TENNIS	275,753	203,778	-	71,975	73.9%	
NEIGHBORHOOD & OUTREACH SERV	1,263,260	894,377	2,343	366,540	71.0%	
ADMINISTRATION	528,293	378,162	-	150,131	71.6%	
PROJECT MANAGEMENT TEAM	242,538	208,826	-	33,712	86.1%	
BUSINESS SERVICES	375,931	242,453	13,074	120,404	68.0%	
FACILITY & PROJECT MGT	1,012,354	748,847	764	262,742	74.0%	
GROUNDS MANAGEMENT	4,051,580	2,877,493	68,983	1,105,104	72.7%	
FORESTRY	1,182,344	705,917	16,930	459,497	61.1%	
BEACH MAINTENANCE	170,234	102,187	24,568	43,480	74.5%	
Total	13,443,464	9,413,663	186,011	3,843,790	71.4%	11,188,54
Library					-	
ADMINISTRATION	416,148	297,528	-	118,620	71.5%	
PUBLIC SERVICES	2,161,456	1,615,199	4,735	541,522	74.9%	
SUPPORT SERVICES	1,594,389	970,218	1,969	622,202	61.0%	
Total	4,171,993	2,912,760	6,704	1,252,529	70.0%	3,273,37
TOTAL COMMUNITY SERVICES	17,615,457	12,326,423	192,715	5,096,319	71.1%	14,461,92
COMMUNITY DEVELOPMENT						
Community Development						
ADMINISTRATION	491,949	316,092	624	175,234	64.4%	
ECON DEV	62,919	40,897	-	22,022	65.0%	
CITY ARTS ADVISORY PROGRAM	540,483	507,471	-	33,012	93.9%	
HUMAN SVCS	818,612	594,188	-	224,424	72.6%	
RDA	730,700	443,087	-	287,613	60.6%	
RDA HSG DEV	677,395	484,591	-	192,804	71.5%	
LR PLANNING/STUDIES	792,833	529,569	541	262,723	66.9%	
DEV & DESIGN REVIEW	1,038,992	688,668	5,741	344,583	66.8%	
ZONING	853,074	577,142	733	275,199	67.7%	
DESIGN REV & HIST PRESERVATN	940,732	615,477	42,678	282,577	70.0%	
SHO/ENVIRON REVIEW/TRAINING	703,239	480,760	6,377	216,102	69.3%	
BLDG PERMITS	1,018,740	702,550	2,082	314,108	69.2%	
RECORDS & ARCHIVES	527,248	347,448	16,931	162,869	69.1%	
PLAN CK & COUNTER SRV	1,268,494	856,895	192	411,407	67.6%	
Total	10,465,410	7,184,963	75,898	3,204,548	69.4%	8,126,12
TOTAL COMMUNITY DEVELOPMENT	10,465,410	7,184,963	75,898	3,204,548	69.4%	8,126,12

#### **General Fund**

Interim Statement of Appropriations, Expenditures and Encumbrances For the Nine Months Ended March 31, 2010 (75% of Fiscal Year)

					YTD	
	Annual Budget	YTD Actual	Encum- brances	** Remaining Balance	Expended and Encumbered	Previous YTD
NON-DEPARTMENTAL						
Non-Departmental						
DUES, MEMBERSHIPS, & LICENSES	22,272	24,724	-	(2,452)	111.0%	
COMMUNITY PROMOTIONS	1,706,580	1,348,289	-	358,291	79.0%	
SPECIAL PROJECTS	21,000	37,000	-	(16,000)	176.2%	
TRANSFERS OUT	43,500	43,500	-	-	100.0%	
DEBT SERVICE TRANSFERS	353,568	325,127	-	28,441	92.0%	
CAPITAL OUTLAY TRANSFER	573,170	37,500	-	535,670	6.5%	
APPROP. RESERVE	185,701		-	185,701	0.0%	
Total	2,905,791	1,816,141	-	1,089,683	62.5%	2,704,301
TOTAL NON-DEPARTMENTAL	2,905,791	1,816,141	-	1,089,683	62.5%	2,704,301
TOTAL EXPENDITURES	103,370,523	72,367,724	668,515	30,334,316	70.7%	79,701,780

<sup>\*\*</sup> The legal level of budgetary control is at the department level for the General Fund. Therefore, as long as the department as a whole is within budget, budgetary compliance has been achieved. The City actively monitors the budget status of each department and takes measures to address potential over budget situations before they occur.

For Enterprise and Internal Service Funds, the legal level of budgetary control is at the fund level. The City also monitors and addresses these fund types for potential over budget situations.

-	Annual Budget	YTD Actual	Encum- brances	Remaining Balance	Percent of Budget
TRAFFIC SAFETY FUND					
Revenue	515,000	356,792	-	158,208	69.3%
Expenditures	515,000	356,792	-	158,208	69.3%
Revenue Less Expenditures	-	-	•	-	
CREEK RESTORATION/WATER QUALITY	'IMPRVMT				
Revenue	2,615,100	1,913,252	-	701,848	73.2%
Expenditures	3,391,420	1,976,327	276,115	1,138,978	66.4%
Revenue Less Expenditures	(776,320)	(63,075)	(276,115)	(437,130)	
SOLID WASTE PROGRAM					
Revenue	18,614,209	13,167,658	-	5,446,551	70.7%
Expenditures	18,800,657	13,404,688	160,575	5,235,394	72.2%
Revenue Less Expenditures	(186,448)	(237,029)	(160,575)	211,157	
COMM.DEVELOPMENT BLOCK GRANT					
Revenue	3,244,916	1,393,873	-	1,851,043	43.0%
Expenditures	3,121,049	1,355,732	591,074	1,174,243	62.4%
Revenue Less Expenditures	123,867	38,141	(591,074)	676,800	
COUNTY LIBRARY					
Revenue	1,703,932	1,160,769	-	543,163	68.1%
Expenditures	1,765,938	1,232,540	37,539	495,860	71.9%
Revenue Less Expenditures	(62,006)	(71,770)	(37,539)	47,303	
STREETS FUND					
Revenue	9,571,682	6,130,939	-	3,440,743	64.1%
Expenditures	14,093,895	7,380,540	1,348,683	5,364,673	61.9%
Revenue Less Expenditures	(4,522,213)	(1,249,600)	(1,348,683)	(1,923,930)	
MEASURE "D"					
Revenue	4,884,000	2,974,474	-	1,909,526	60.9%
Expenditures	9,067,069	2,518,516	1,966,867	4,581,686	49.5%
Revenue Less Expenditures	(4,183,069)	455,958	(1,966,867)	(2,672,160)	

#### WATER OPERATING FUND

	Annual Budget	YTD Actual	Encum- brances	Remaining Balance	Percent of Budget	Previous YTD
REVENUES						
Water Sales - Metered	29,850,000	21,141,445	-	8,708,555	70.8%	21,748,235
Service Charges	385,000	374,937	-	10,063	97.4%	271,026
Cater JPA Treatment Charges	2,200,000	2,632,737	-	(432,737)	119.7%	1,957,553
Licenses & Permits	(2,500)	-	-	(2,500)	0.0%	-
Investment Income	1,008,000	887,001	-	120,999	88.0%	1,200,422
Grants	36,098	24,243	-	11,855	67.2%	-
Reimbursements	18,000	-	-	18,000	0.0%	-
Miscellaneous	693,698	971,392	-	(277,694)	140.0%	214,614
TOTAL REVENUES	34,188,296	26,031,756	-	8,156,540	76.1%	25,391,849
EXPENSES						
Salaries & Benefits	7,599,922	5,147,240	-	2,452,682	67.7%	4,993,193
Materials, Supplies & Services	10,540,950	5,670,788	2,180,683	2,689,479	74.5%	5,206,086
Special Projects	646,774	81,632	164,719	400,423	38.1%	61,280
Water Purchases	7,776,465	5,442,512	420,627	1,913,326	75.4%	5,634,057
Debt Service	5,094,672	3,217,974	-	1,876,698	63.2%	3,379,847
Capital Outlay Transfers	5,302,492	3,976,869	-	1,325,623	75.0%	5,814,023
Equipment	197,459	78,114	20,747	98,598	50.1%	6,923
Capitalized Fixed Assets	109,900	967	1,545	107,388	2.3%	17,674
Other	-	21,299	-	(21,299)	100.0%	20,328
Appropriated Reserve	150,000	-	-	150,000	0.0%	-
TOTAL EXPENSES	37,418,635	23,637,395	2,788,322	10,992,918	70.6%	25,133,412

NOTE - These figures reflect the operating fund only. Though the capital fund is excluded, the current year contribution from the operating fund is shown in the Capital Transfers.

#### WASTEWATER OPERATING FUND

	Annual Budget	YTD Actual	Encum- brances	Remaining Balance	Percent of Budget	Previous YTD
REVENUES						
Service Charges	14,000,000	10,192,979	-	3,807,021	72.8%	10,093,398
Fees	410,000	518,210	-	(108,210)	126.4%	398,437
Investment Income	325,000	304,289	-	20,711	93.6%	404,341
Public Works	10,000	4,548	-	5,452	45.5%	6,654
Miscellaneous	83,850	21,700	-	62,150	25.9%	112,440
Operating Transfers-In	-	-	-	-	100.0%	350,000
TOTAL REVENUES	14,828,850	11,041,726	-	3,787,124	74.5%	11,365,270
EXPENSES						
Salaries & Benefits	5,125,324	3,449,843	-	1,675,481	67.3%	3,477,938
Materials, Supplies & Services	5,733,089	3,577,194	1,047,512	1,108,383	80.7%	3,670,916
Special Projects	711,367	568,024	-	143,343	79.8%	829,165
Transfers-Out	65,000	48,750	-	16,250	75.0%	-
Debt Service	1,354,888	346,613	-	1,008,275	25.6%	390,277
Capital Outlay Transfers	2,827,188	2,120,391	-	706,797	75.0%	1,638,673
Equipment	50,167	18,678	2,373	29,116	42.0%	8,479
Capitalized Fixed Assets	53,265	967	20,906	31,391	41.1%	15,394
Appropriated Reserve	150,000	-	-	150,000	0.0%	-
TOTAL EXPENSES	16,070,288	10,130,460	1,070,791	4,869,036	69.7%	10,030,844

### DOWNTOWN PARKING

	Annual Budget	YTD Actual	Encum- brances	Remaining Balance	Percent of Budget	Previous YTD
REVENUES						
Improvement Tax	875,000	617,656	-	257,344	70.6%	652,033
Parking Fees	5,552,550	4,220,429	-	1,332,121	76.0%	4,041,586
Investment Income	202,500	158,933	-	43,567	78.5%	256,743
Rents & Concessions	23,740	23,740	-	-	100.0%	-
Reimbursements	50,000	13,004	-	36,996	26.0%	-
Miscellaneous	15,000	1,937	-	13,063	12.9%	77,463
Operating Transfers-In	43,500	43,500	-	-	100.0%	43,500
TOTAL REVENUES	6,762,290	5,079,199	-	1,683,091	75.1%	5,071,325
EXPENSES						
Salaries & Benefits	3,764,389	2,617,678	-	1,146,711	69.5%	2,624,487
Materials, Supplies & Services	1,978,278	1,162,567	129,664	686,047	65.3%	1,284,700
Special Projects	806,410	458,943	287,538	59,929	92.6%	483,177
Transfers-Out	312,621	234,466	-	78,155	75.0%	-
Capital Outlay Transfers	1,258,760	944,070	-	314,690	75.0%	2,672
Equipment	25,000	169	2,800	22,031	11.9%	332
Capitalized Fixed Assets	-	1,890	1,610	(3,500)	100.0%	6,947
Appropriated Reserve	50,000	-	-	50,000	0.0%	-
TOTAL EXPENSES	8,195,457	5,419,782	421,612	2,354,064	71.3%	4,402,315

#### AIRPORT OPERATING FUND

	Annual Budget	YTD Actual	Encum- brances	Remaining Balance	Percent of Budget	Previous YTD
REVENUES						
Leases - Commercial / Industrial	3,893,750	3,120,723	-	773,027	80.1%	3,213,138
Leases - Terminal	4,853,050	3,521,348	-	1,331,702	72.6%	3,529,587
Leases - Non-Commerical Aviation	1,075,875	850,395	-	225,480	79.0%	900,025
Leases - Commerical Aviation	2,113,451	1,622,031	-	491,420	76.7%	1,670,465
Investment Income	310,000	235,973	-	74,027	76.1%	390,135
Miscellaneous	194,552	141,486	-	53,066	72.7%	206,852
TOTAL REVENUES	12,440,678	9,491,955	-	2,948,723	76.3%	9,910,201
EXPENSES						
Salaries & Benefits	4,780,946	3,374,742	-	1,406,204	70.6%	3,390,215
Materials, Supplies & Services	6,291,961	4,331,906	462,353	1,497,702	76.2%	4,796,724
Special Projects	742,838	355,166	-	387,672	47.8%	380,364
Transfers-Out	7,351	-	-	7,351	0.0%	-
Capital Outlay Transfers	675,240	488,302	- ,	186,938	72.3%	1,954,037
Equipment	34,212	21,287	- "	12,925	62.2%	35,715
Capitalized Fixed Assets	-	(5,055)	-	5,055	100.0%	38,909
Appropriated Reserve	191,045	-		191,045	0.0%	-
TOTAL EXPENSES	12,723,593	8,566,347	462,353	3,694,893	71.0%	10,595,963

NOTE - These figures reflect the operating fund only. Though the capital fund is excluded, the current year contribution from the operating fund is shown in the Capital Transfers.

#### **GOLF COURSE FUND**

_	Annual Budget	YTD Actual	Encum- brances	Remaining Balance	Percent of Budget	Previous YTD
REVENUES						
Fees & Card Sales	1,802,397	987,336	-	815,061	54.8%	1,336,638
Investment Income	28,300	25,199	-	3,101	89.0%	32,299
Rents & Concessions	299,741	200,832	-	98,909	67.0%	210,207
Miscellaneous	250,000	254,731	-	(4,731)	101.9%	375,132
TOTAL REVENUES	2,380,438	1,468,098	-	912,340	61.7%	1,954,276
EXPENSES						
Salaries & Benefits	1,137,368	820,793	-	316,575	72.2%	869,746
Materials, Supplies & Services	577,822	377,321	93,021	107,480	81.4%	507,126
Special Projects	31,190	976	9,524	20,690	33.7%	37,580
Transfers-Out	507,767	507,767	-	-	100.0%	-
Debt Service	219,058	182,988	-	36,070	83.5%	184,212
Capital Outlay Transfers	303,553	415	-	303,138	0.1%	1,069
Equipment	8,400	2,501	-	5,899	29.8%	600
Capitalized Fixed Assets	-	-	-	-	100.0%	586,640
TOTAL EXPENSES	2,785,158	1,892,761	102,545	789,852	71.6%	2,186,973

#### INTRA-CITY SERVICE FUND

	Annual Budget	YTD Actual	Encum- brances	Remaining Balance	Percent of Budget	Previous YTD
REVENUES						
Work Orders - Bldg Maint.	3,808,159	2,478,570	-	1,329,589	65.1%	2,628,666
Rents & Concessions	65,000	-	-	65,000	0.0%	-
Grants	818,200	818,200	-	-	100.0%	-
Service Charges	1,641,481	1,231,111	-	410,370	75.0%	1,334,582
Miscellaneous	-	2,034		(2,034)	100.0%	66,204
Operating Transfers-In	65,000	48,750	-	16,250	75.0%	-
TOTAL REVENUES	6,397,840	4,578,665	-	1,819,175	71.6%	4,029,452
EXPENSES						
Salaries & Benefits	3,071,012	2,138,680	-	932,332	69.6%	2,233,972
Materials, Supplies & Services	969,270	664,019	64,642	240,609	75.2%	648,551
Special Projects	1,686,832	764,449	201,064	721,319	57.2%	861,904
Capital Outlay Transfers	65,829	65,622	-	207	99.7%	1,603
Equipment	23,000	522	* ·	22,478	2.3%	1,535
Capitalized Fixed Assets	843,724	781,676	41,057	20,991	97.5%	31,865
TOTAL EXPENSES	6,659,667	4,414,968	306,762	1,937,936	70.9%	3,779,429

#### FLEET REPLACEMENT FUND

	Annual Budget	YTD Actual	Encum- brances	Remaining Balance	Percent of Budget	Previous YTD
REVENUES						
Vehicle Rental Charges	1,343,020	1,007,265	-	335,755	75.0%	1,389,224
Investment Income	194,000	158,013	-	35,987	81.4%	217,301
Rents & Concessions	242,848	182,136	-	60,712	75.0%	201,181
Miscellaneous	-	90,568	-	(90,568)	100.0%	86,139
TOTAL REVENUES	1,779,868	1,437,981	-	341,887	80.8%	1,893,844
EXPENSES						
Salaries & Benefits	162,092	109,247	-	52,845	67.4%	85,325
Materials, Supplies & Services	1,120	1,590	-	(470)	142.0%	1,573
Capitalized Fixed Assets	3,658,662	726,782	835,492	2,096,389	42.7%	1,007,717
TOTAL EXPENSES	3,821,874	837,619	835,492	2,148,763	43.8%	1,094,615

#### FLEET MAINTENANCE FUND

_	Annual Budget	YTD Actual	Encum- brances	Remaining Balance	Percent of Budget	Previous YTD
REVENUES						
Vehicle Maintenance Charges	2,480,238	1,860,178	-	620,060	75.0%	2,056,627
Work Orders - Bldg Maint.	-	-	-	-	100.0%	618
Miscellaneous	50,000	-	-	50,000	0.0%	28,237
TOTAL REVENUES	2,530,238	1,860,178	-	670,060	73.5%	2,085,482
EXPENSES						
Salaries & Benefits	1,189,312	824,592	-	364,720	69.3%	895,471
Materials, Supplies & Services	1,367,766	688,763	258,799	420,204	69.3%	993,534
Special Projects	60,625	19,777	11,851	28,997	52.2%	37,316
Equipment	14,000	-	14,000	-	100.0%	12,215
Capitalized Fixed Assets	-	-	-	-	100.0%	42,056
TOTAL EXPENSES	2,631,703	1,533,132	284,649	813,922	69.1%	1,980,591

#### SELF INSURANCE TRUST FUND

	** Annual Budget	YTD Actual	Encum- brances	Remaining Balance	Percent of Budget	Previous YTD
REVENUES		•				
Insurance Premiums	2,950,613	2,212,960	-	737,653	75.0%	2,398,080
Workers' Compensation Premiums	2,482,928	1,862,196	-	620,732	75.0%	1,518,126
OSH Charges	302,518	226,888	-	75,630	75.0%	218,955
Investment Income	337,615	207,534	-	130,081	61.5%	361,231
Miscellaneous	-	12,636	-	(12,636)	100.0%	360,228
Accel - Return of Premium	-	-	-	-	100.0%	750,000
TOTAL REVENUES	6,073,674	4,522,214	-	1,551,460	74.5%	5,606,620
EXPENSES						
Salaries & Benefits	600,672	368,825	-	231,847	61.4%	383,126
Materials, Supplies & Services	5,590,392	3,258,441	208,782	2,123,169	62.0%	3,131,399
Transfers-Out	300,000	300,000	-	-	100.0%	1,589,853
Capital Outlay Transfers	1,105	829	-	276	75.0%	2,137
Equipment	4,000	-	-	4,000	0.0%	-
Appropriated Reserve	23,671	-	-	23,671	0.0%	-
TOTAL EXPENSES	6,519,840	3,928,094	208,782	2,382,963	63.5%	5,106,515

<sup>\*\*</sup> The Self Insurance Trust Fund is an internal service fund of the City, which accounts for the cost of providing workers' compensation, property and liability insurance as well as unemployment insurance and certain self-insured employee benefits on a city-wide basis. Internal Service Funds charge other funds for the cost of providing their specific services.

#### INFORMATION SYSTEMS ICS FUND

_	Annual Budget	YTD Actual	Encum- brances	Remaining Balance	Percent of Budget	Previous YTD
REVENUES						
Service charges	2,435,147	1,834,388	-	600,759	75.3%	1,939,058
Miscellaneous	-	226	-	(226)	100.0%	10,526
TOTAL REVENUES	2,435,147	1,834,614	-	600,533	75.3%	1,949,584
EXPENSES						
Salaries & Benefits	1,537,067	1,062,959	-	474,108	69.2%	1,197,402
Materials, Supplies & Services	598,350	431,315	42,898	124,137	79.3%	502,242
Special Projects	1,700	2,725	2,626	(3,652)	314.8%	(9,158)
Transfers-Out	-	4S _	-	-	100.0%	55,000
Capital Outlay Transfers	-	-	-	-	100.0%	63,750
Equipment	408,269	227,253	47,289	133,726	67.2%	75,159
Capitalized Fixed Assets	-	-	-	-	100.0%	488
Appropriated Reserve	84,895	-	-	84,895	0.0%	-
TOTAL EXPENSES	2,630,280	1,724,252	92,814	813,214	69.1%	1,884,885

#### WATERFRONT FUND

	Annual Budget	YTD Actual	Encum- brances	Remaining Balance	Percent of Budget	Previous YTD
REVENUES						
Leases - Commercial	1,482,056	1,053,900	-	428,156	71.1%	1,114,494
Leases - Food Service	2,393,380	1,733,261	-	660,119	72.4%	1,824,724
Slip Rental Fees	3,676,785	2,750,930	•	925,855	74.8%	2,644,270
Visitors Fees	700,000	410,386	-	289,614	58.6%	385,765
Slip Transfer Fees	250,000	362,275	-	(112,275)	144.9%	228,750
Parking Revenue	1,885,098	1,414,579	-	470,519	75.0%	1,178,477
Wharf Parking	268,749	a 176,095	-	92,654	65.5%	175,809
Other Fees & Charges	364,909	275,200	-	89,709	75.4%	279,071
Investment Income	125,000	218,356	-	(93,356)	174.7%	290,838
Rents & Concessions	279,322	209,880	-	69,442	75.1%	195,838
Miscellaneous	97,049	120,466	-	(23,417)	124.1%	180,760
TOTAL REVENUES	11,522,348	8,725,329		2,797,019	75.7%	8,498,796
EXPENSES						
Salaries & Benefits	5,530,336	3,889,242	•	1,641,094	70.3%	3,916,336
Materials, Supplies & Services	3,416,967	2,352,525	361,186	703,256	79.4%	2,397,344
Special Projects	122,559	82,037	3,000	37,522	69.4%	21,634
Debt Service	1,673,572	1,112,096	-	561,476	66.5%	1,198,749
Capital Outlay Transfers	1,131,381	848,536	-	282,845	75.0%	649,921
Equipment	86,445	14,642	2,240	69,563	19.5%	67,567
Appropriated Reserve	100,000	•	-	100,000	0.0%	-
TOTAL EXPENSES	12,061,259	8,299,078	366,426	3,395,756	71.8%	8,251,550
•						

NOTE - These figures reflect the operating fund only. Though the capital fund is excluded, the current year contribution from the operating fund is shown in the Capital Transfers.

#### **General Fund Revenues**

The table below summarizes General Fund revenues for the nine months ended March 31, 2010. For interim financial statement purposes, revenues are reported on the cash basis (i.e. when they are received). The table below includes the budgeted totals as well as the year-to-date (YTD) budget, which for tax revenues have been seasonally adjusted based on a 3-year average of collections through the same period. Because tax revenues are not collected evenly throughout the year, adjusting the YTD budget to reflect the unique collection pattern of each category of tax revenue enables a more meaningful comparison to year-to-date results shown in the YTD Actual column. For all other revenues, the YTD Budget column represents 75% (9 months out of the 12 elapsed) of the budget column. Unlike tax revenues, these revenues tend to be collected more evenly during the year.

## Summary of Revenues For the Nine Months Ended March 31, 2010 GENERAL FUND

					Cu	rrent Year An	alys	is				Prior Year Analysis		
	Amended Annual Budget		YTD Budget *			YTD Actual		YTD Variance	YTD Percent Rec'd	3-Year Average Bench- mark	Prior Year YTD Actual		Variance Prior Yr To Current Yr	
Sales & Use Tax	\$	17,405,682	\$	12,201,383	\$	11,389,142	\$	(812,241)	65.4%	70.1%	\$	13,361,504	-14.8%	
Property Tax		23,426,345		12,861,063		12,817,377		(43,686)	54.7%	54.9%		12,892,638	-0.6%	
UUT		6,916,329		5,173,414		5,202,549		29,135	75.2%	74.8%		5,176,339	0.5%	
тот		11,351,970		8,775,073		8,560,351		(214,722)	75.4%	77.3%		9,658,201	-11.4%	
Bus License		2,273,300		1,818,640		1,742,246		(76,394)	76.6%	80.0%		1,829,772	-4.8%	
Prop Trans Tax		325,800		254,450		270,612		16,162	83.1%	78.1%		222,163	21.8%	
Total Taxes		61,699,426	_	41,084,023		39,982,277		(1,101,746)	64.8%	66.6%	_	43,140,617	-7.3%	
License & Permits		179,000		134,250		135,840		1,590	75.9%	75.0%		136,007	-0.1%	
Fines & Forfeitures		2,950,092		2,212,569		2,126,877		(85,692)	72.1%	75.0%		1,984,241	7.2%	
Franchise Fee		3,335,000		2,481,240		2,666,473		185,233	80.0%	74.4%		2,234,116	19.4%	
Use of Money & Property		1,348,387		1,011,290		1,086,591		75,301	80.6%	75.0%		1,367,912	-20.6%	
Intergovernmental		2,525,077		1,893,808		528,568		(1,365,240)	20.9%	75.0%		2,374,015	-77.7%	
Fee & Charges		19,483,381		14,612,536		14,325,563		(286,973)	73.5%	75.0%		13,506,852	6.1%	
Miscellaneous		10,331,774		7,748,831		7,942,854		194,024	76.9%	75.0%		8,407,062	-5.5%	
Budgeted year-end variance		1,361,508		1,021,131				(1,021,131)	0.0%	0.0%			0.0%	
Total Other		41,514,219		31,115,654		28,812,766		(2,302,888)	69.4%	75.0%		30,010,205		
Total Revenues	\$	103,213,645	\$	72,199,677	\$	68,795,043	\$	(3,404,634)	66.7%		\$	73,150,822	-6.0%	

<sup>\*</sup> YTD Budget for Taxes is calculated based on a 3-year average of collections for each revenue source; for all other revenues, YTD Budget is calculated on a straight-line basis based on the number of months elapsed.

Over the past several months, Finance staff has regularly advised the Finance Committee and City Council on the status of General Fund revenues. Accordingly, this report will not provide the in-depth revenue analysis that has recently been presented to theses bodies in regular meetings, special work sessions, or budget review meetings.

The schedule above includes the amendments to estimated revenue approved by Council in November, 2009. After nine months of activity, tax revenues were \$1.1 million below the adjusted YTD budget and total revenues were \$3.4 million below the YTD budget. This

variance is primarily due to the continuing effect of the recession on the General Fund non-departmental tax revenues, intergovernmental revenues, fees & service charges, and the budgeted year-end variance (see discussion below) categories. When comparing YTD revenues to last fiscal year, overall collections are 6% below those from the same period and most revenue categories show declines.

While some key tax revenues have shown signs of improvement in recent months, staff expects that General Fund revenues will not meet budget by year end. Sales tax and TOT revenues are projected to end the year approximately \$660,000 and \$195,000, respectively under budget. A large portion of the expected departmental variance is due to mutual aid revenue in the Fire Department which is projected to end the year approximately \$1.4 million under budget (See discussion in Intergovernmental Revenues below).

It is important to note that the previous table includes \$1.36 million in "Anticipated Year-End Variance" as budgeted revenue. This "revenue" is roughly equal to 1.3% of budgeted operating expenditures in the General Fund, and represents the total favorable variances in revenues and expenditures (revenues *over* budget and expenditures *under* budget) that staff projected for the year. No actual revenues are recognized in this account; rather the negative variance typically is offset by <u>actual</u> favorable variances realized in other revenue and expenditure accounts at year-end. As discussed above, the current economic crisis has created significant shortfalls in projected year-end revenues and, therefore, it is expected that no overall favorable year-end revenue variances will be realized by year-end as planned. Expenditure savings will be relied on alone to offset the negative variance in the anticipated year-end variance "revenue" account.

Significant variances in revenues shown in the table above are discussed below.

#### **Sales and Use Taxes**

Sales tax revenue is below the YTD budget by approximately \$812,000, which is consistent with expectations due to the continuing impact of the recession on our local economy. While sales tax revenues have continued to decline from prior year levels, the decline has slowed. For the quarter ended December 31, 2009, the most recent of actual sales tax revenues reported by the state, sales tax revenue declined 10.5% from the first six months of last fiscal year. Staff projects that year-end sales tax revenues will be almost \$660,000 under the amended budget and 6.6% lower than prior year revenues.

#### **Transient Occupancy Taxes**

Transient occupancy tax (TOT) revenue is almost \$215,000 under the YTD budget at the end of March and 11.4% below prior year cash collections for the same period. This revenue had shown double-digit declines in the first half of the fiscal year but has improved in the 3<sup>rd</sup> quarter. The amended budget assumed an overall 5.7% decline from the prior year; however, the most recent staff projections expect the actual decline in TOT to be 7.3% at year end.

#### **Franchise Fees**

Franchise fee revenues are received from companies that have a franchise agreement to provide utility services in the City and tend to follow the same overall pattern as UUT over the course of a fiscal year. However, this revenue does not track exactly the same as UUT

throughout each month because there are variances in the timing of franchise payments from the electricity providers (which pay quarterly, not monthly) and gas providers (which pay on an estimate that is trued up in February of each year). Through March, franchise fees are \$185,000 ahead of the YTD budget; however, this is due to gas franchise payments being over advanced for the previous 12-months through February. Also, electric and cable franchise payments are lower than anticipated. We expect that overall franchise fees will end the year \$427,000 under budget.

#### Intergovernmental

Intergovernmental revenue is below the YTD budget due to a significant shortfall in mutual aid revenues received by the Fire Department this year. Mutual aid revenues are the largest revenue in the intergovernmental category and received when the Fire Department responds to emergencies in other jurisdictions. If there are no additional mutual aid responses this year, this revenue source is projected to be roughly \$1.4 million short of budget. This is dependant on the number and type of mutual aid calls that the department receives during the year. A negative variance in mutual aid revenues is offset by approximately \$1.2 million in reduced personnel overtime costs to provide the aid so the department is projecting a net \$200,000 negative variance in intergovernmental income at year-end.

#### Fees & Service Charges

Overall, fees and service charges are \$287,000 (1.5%) under YTD budget. Public Works revenues are almost \$318,000 over the YTD budget and Library revenues are almost \$158,000 ahead of the YTD budget. Negative variances in Parks and Recreation (-\$468,000) and Inter-Fund Charges (-\$243,000) resulted in a net negative variance at March 31. The more significant

				F	ees	s and Service General Fi		0						
				For the Ni	ne	Months Ende	ed N	March 31, 201	10					
Percent														
		Annual		YTD		YTD		Budget	Received		Prior Year	F	Prior Year	Percent
Department	_	Budget		Budget		Actual		Variance	YTD		YTD		Variance	Variance
Finance	\$	858,930	\$	644,198	\$	621,878	\$	(22,320)	72.4%	\$	617,074	\$	4,804	0.8%
Community Development		4,425,717		3,319,288		3,374,558		55,270	76.2%		3,306,572		67,986	2.1%
Parks & Recreation		2,448,499		1,836,374		1,368,678		(467,696)	55.9%		1,603,121		(234,443)	-14.6%
Public Safety		550,543		412,907		328,665		(84,242)	59.7%		267,919		60,746	22.7%
Public Works		4,614,873		3,461,155		3,779,052		317,897	81.9%		3,211,089		567,963	17.7%
Library		775,452		581,589		739,092		157,503	95.3%		738,951		141	0.0%
Inter-Fund Charges		5,809,367		4,357,025		4,113,639		(243,386)	70.8%		3,762,126		351,513	9.3%
Total	\$	19,483,381	\$	14,612,536	\$	14,325,562	\$	(286,974)	73.5%	\$	13,506,852	\$	818,710	6.1%

mid-year variances are discussed below.

Public Works fee revenue was \$318,000 over the YTD budget because of engineering work orders exceeding expectations through March 31. Engineering work orders are primarily charges for services to other funds throughout the City related to capital projects. Some of these projects are funded by federal stimulus money. Library fees are \$158,000 ahead of the YTD budget primarily due to the timing of payments from the County of Santa Barbara and these revenues are expected to approximate budget at year-end.

Parks and Recreation Fees and Service Charges revenues are \$(468,000) (19.1%) below the YTD budget. This is primarily due to declining facility rentals and registrations for classes and programs. Revenues have continued to be impacted by fewer rentals at the three beachfront facilities and other facilities and park sites. Participation in programs that were relocated from the Carrillo Recreation Center has had a negative impact on revenues. Overall program revenue declines led the department to propose a fee increase that will be effective April 1, 2010 to help offset revenue shortages. The Department has achieved a \$480,000 expenditure variance to offset the \$481,000 revenue shortfall for the first nine months of the year. The Department anticipates that expenditure variances will offset any revenue shortfalls at year-end.

Inter-Fund charges are \$243,000 (4.2%) below the YTD budget at mid-year. Approximately \$178,000 of the variance is related to cost reimbursements from the City Redevelopment Agency (RDA). Salary & benefits costs in the RDA are lower than budgeted due primarily to vacancies in key positions. With lower costs incurred to manage RDA operations, reimbursement revenues from the RDA are proportionately lower. The remainder of the YTD budget variance is primarily due to reimbursement for law enforcement activities. The City administers a police communications network for a Joint Powers Authority (JPA) with various police agencies throughout the state. Operating expenditures for the JPA are billed twice during the year so mid-year variances are normal. All costs of the JPA are expected to be reimbursed before year-end. Additionally, a portion of the mid-year variance is due to grant reimbursements that have not yet occurred. The police have provided services that are reimbursable through federal and state grants. The reimbursements are received after actual expenditures have been made so they often lag throughout the year.

#### Miscellaneous Revenues

Miscellaneous Revenues are approximately \$194,000 over YTD budget at March 31. The positive budget variance primarily consists of unbudgeted litigation settlement revenue. The variance is also attributable to rebates returned to the General Fund from the City's ICS Funds as approved by Council earlier this fiscal year and the positive YTD budget variance from these rebates will normalize by the end of the fiscal year.

#### **General Fund Expenditures**

The table below summarizes the General Fund budget and year-to-date expenditures through March 31, 2010. The Annual Budget column represents the amended budget, which includes appropriation carryovers from the prior year, as well as any supplemental appropriations approved by Council in the current year.

A year-to-date budget (labeled "YTD Budget") column is included in the table above which represents 75% of the annual budget to coincide with 9 out of 12 months in the fiscal year having elapsed. Unlike many tax revenues, where the collection rate during the year is seasonally affected, most expenditures tend to be incurred fairly evenly throughout the year. This is primarily due to salary and benefits expenditures, which account for approximately 75% of General Fund expenditures, which are paid out fairly evenly during the year.

The amended annual budget totaled approximately \$103.4 million, and the year-to-date (YTD) budget is calculated at \$77.5 million (75%). Actual expenditures were almost \$72.4 million

through the first nine months of the year, which resulted in a positive budget variance of approximately \$5.2 million (5%).

						ARY OF EXPE GENERAL FU Months Ende	JND							
	YTD		Encum-	With Encumbranc Variance Favorable (Unfavorable)										
Department		Budget	Вι	ıdget		Actual	\$ % brance		brance		\$	%		
Mayor & Council	\$	747,750		560,813	\$	514,571	\$	46,242	6.2%	\$	1,447	\$	44,795	6.0%
City Attorney		2,099,358	1	,574,519		1,499,087		75,432	3.6%		-		75,432	3.6%
City Administrator		1,946,030	1	,459,523		1,309,188		150,335	7.7%		24,997		125,338	6.4%
Administrative Svs.		2,146,852	1	,610,139		1,479,895		130,244	6.1%		27,554		102,690	4.8%
Finance		4,501,067	3	,375,800		3,293,142		82,658	1.8%		37,389		45,269	1.0%
Police		33,040,514	24	,780,386		23,512,151		1,268,235	3.8%		141,386		1,126,849	3.4%
Fire		21,504,996	16	,128,747		14,956,907		1,171,840	5.4%		74,823		1,097,017	5.1%
Public Works		6,397,298	4	,797,974		4,475,255		322,719	5.0%		92,307		230,412	3.6%
Parks & Recreation		13,443,464	10	,082,598		9,413,663		668,935	5.0%		186,011		482,924	3.6%
Library		4,171,993	3	,128,995		2,912,760		216,235	5.2%		6,704		209,531	5.0%
Community Dev.		10,465,410	7	,849,058		7,184,963		664,095	6.3%		75,898		588,197	5.6%
Non-Departmental		2,905,791	2	,179,343		1,816,141		363,202	12.5%				363,202	12.5%
Total	\$	103,370,523	\$ 77	,527,892	\$	72,367,723	\$	5,160,169	5.0%	\$	668,516	\$	4,491,653	4.3%
	% 0	f annual budget		75.0%		70.0%		5.0%			0.6%			

Approximately \$3.3 million of the General Fund variance is from salary savings through the first nine months of the fiscal year; however approximately \$1.5 million was due to the timing of payrolls thus far in the year. Through nine months only 73.1% of total annual pay periods occurred, compared to 75% of the year having passed, and the timing variance will be made up in the fourth quarter. The remaining \$1.8 million variance is in addition to \$817,000 furlough savings which was included in the amended budget. Due to the expected revenue shortfall this year, General Fund departments are focusing on reducing expenditures through the end of the fiscal year. There has been a hiring freeze in place for most of the year and most vacant positions have held open to provide salary savings.

The General Fund also had approximately \$669,000 in outstanding encumbrances at March 31. Encumbrances are amounts that have been obligated to be spent but have not yet actually been expended. These encumbrances are often recorded in the beginning of the year even though they will be used throughout the entire year or in subsequent years. Encumbrances include amounts that were carried forward from the prior year and current year encumbered contracts for materials and services, such as financial audits, maintenance, and professional services. Including the encumbrances, the positive variance at December 31 was \$4.5 million (4.3%).

As shown in the table above, all General Fund Departments were within their respective YTD budgets at March 31. The more significant variances are discussed below.

#### **Mayor and Council**

Mayor and Council expenditures and encumbrances were 6% (\$45,000) below the YTD budget. Approximately \$34,000 of the variance was due to an executive assistant position vacancy. The remaining variance is due to savings in various other expenditure accounts.

#### **City Administrator Office**

City Administrator departmental expenditures and encumbrances were almost \$125,000 (6.4%) under the YTD budget. This positive variance is primarily due to the retirement of the Assistant City Administrator and unspent budget for professional service contracts for labor relations and other services.

#### **Finance Department**

Finance Department expenditures and encumbrances were under the YTD budget by approximately \$45,000 (1%) at March 31. Staff projections indicate that year-end expenditures will be very close to the year-end budget. As part of the third quarter report, staff is requesting \$75,000 of additional appropriations for professional services (see attachment 3). These appropriations will be funded by utility late payment fees in excess of those budgeted.

#### **Police Department**

Police Department expenditures and encumbrances were \$1.1 million below the YTD budget but only 3.4% of the total budget. This variance is due to position vacancies and year-end expenditures are projected to approximate budget. Staff does not expect a need for supplemental appropriations at year-end at this time; however, they will be monitoring expenditures and will advise Council if further appropriations are anticipated.

#### **Fire Department**

Fire Department expenditures and encumbrances were \$1.1 million (5.1%) under the YTD budget at March 31. This variance is almost entirely due to unspent overtime that was budgeted for mutual aid responses. As previously noted, mutual aid responses have been extremely low this year and revenues are significantly below the YTD budget. Projected year-end revenue variance will be mostly offset by reduced mutual aid response overtime costs.

#### **Community Development**

Community Development Department expenditures and encumbrances were \$588,000 (5.6%) under the YTD budget at March 31. These savings are primarily due to variances in key positions and approximately \$531,000 is the result of salary & benefit savings.

#### **Non-Departmental**

Non-departmental expenditures and encumbrances were approximately \$363,000 (12.5%) under the YTD budget at March 31. The variance is due to appropriated reserve and capital outlay transfers that have not been spent. Expenditures in this department will be under budget as part of the General Fund balancing strategy.

#### **Enterprise Funds**

Enterprise Fund operations are primarily financed from user fees. This is in contrast to the General Fund, which relies primarily on taxes to subsidize programs and services. Because of this, enterprise fund revenues have not been negatively impacted by the steep decline in key tax revenues that has occurred in the General Fund. However, as the recession has continued, some enterprise fund revenues have been negatively impacted.

#### SUMMARY OF REVENUES & EXPENSES Nine Months Ended March 31, 2010 ENTERPRISE FUNDS

				Cu	rrent Year Ana	alysi	s		Prior Year Analysis			
		Annual Budget	YTD Budget *		YTD Actual		YTD Variance	YTD Percent	3 Year Average		YTD Actual	% Variance
Water Fund												
Revenues	\$	34,188,296	\$ 25,285,664	\$	26,031,756	\$	746,092	76.1%	74.0%	\$	25,391,849	2.5%
Expenses **		37,418,635	28,063,976		26,425,717		1,638,259	70.6%	75.0%		25,133,412	5.1%
Wastewater Fund												
Revenues		14,828,850	11,145,364		11,041,726		(103,638)	74.5%	75.2%		11,365,270	-2.8%
Expenses **		16,070,288	12,052,716		11,201,251		851,465	69.7%	75.0%		10,030,844	11.7%
Downtown Parking	Fund											
Revenues		6,762,290	4,979,750		5,079,199		99,449	75.1%	73.6%		5,071,325	0.2%
Expenses **		8,195,457	6,146,593		5,841,394		305,199	71.3%	75.0%		4,402,315	32.7%
Airport Fund												
Revenues		12,440,678	9,094,136		9,491,955		397,819	76.3%	73.1%		9,910,201	-4.2%
Expenses **		12,723,593	9,542,695		9,028,700		513,995	71.0%	75.0%		10,595,963	-14.8%
Golf Fund												
Revenues		2,380,438	1,716,296		1,468,098		(248,198)	61.7%	72.1%		1,954,276	-24.9%
Expenses **		2,785,158	2,088,869		1,995,306		93,563	71.6%	75.0%		2,186,973	-8.8%
Waterfront Fund												
Revenues		11,522,348	8,629,086		8,725,329		96,243	75.7%	74.9%		8,498,796	2.7%
Expenses **		12,061,259	9,045,944		8,665,504		380,440	71.8%	75.0%		8,251,550	5.0%

<sup>\*</sup> The YTD Budget column has been calculated based on a 3-year average collection rate through March 31, which has been applied to the annual budget.

The table above summarizes Enterprise Fund revenues and expenses through March 31, 2010, with a comparison to budget and prior year. Note that the "YTD Budget" column for revenues has been calculated based on a 3-year average collection rate through March 31. This rate, which is shown as a percentage in the "3 Year Average" column, has been applied to the annual budget amount to arrive at the YTD Budget. This approach is used in recognition that enterprise fund revenues are seasonally affected and are generally not received evenly throughout the year. For example, Water Fund revenues are affected by weather conditions such that demand is higher in the warmer summer months and lower in the wet winter months. Therefore, adjusting the budget for seasonal variations allows us to compare revenues against prior year

<sup>\*\*</sup> Expenses include encumbrances at March 31.

results according to the normal collection patterns. The YTD budget for expenses is 75% of the annual budget. The "YTD Actual" for expense includes encumbrances at March 31 of each respective year. As noted in the General Fund section, all funds have a positive salary & benefits variance due to the timing of payrolls. In addition to this timing variance, most of the enterprise funds have additional salary savings due to vacancies in the respective funds.

At March 31, 2010, all enterprise funds except the Wastewater and Golf Fund have met or exceeded the YTD revenue budgets. In anticipation of the negative revenue impacts of the recession, all funds except the Water Fund and Wastewater Fund decreased budgeted revenues this year.

Enterprise fund revenues and expenses are discussed briefly below.

#### Water Fund

The Water Fund has received 76.1% of annual budgeted revenues throughout the first nine months of the year, resulting in a \$746,000 (2.1%) positive variance from the YTD budget. This is ahead of the YTD budget and is 2.5% ahead of prior year revenues. The primary reason for the third quarter variance in revenues is reimbursements received from the Carpinteria and Montecito Water districts for their share of operating the Cater water treatment plant. Water treatment costs have increased this year due to the additional filtration requirements resulting from the recent fires in the area. Metered water sales account for approximately 97% of budgeted revenues in the fund and 70.8% of the annual budget was received to date. This is lower than the 3-year average YTD collection rate of 74%. The high amount of rainfall in the winter months had an impact on revenues. Overall, revenues are expected to meet budget for the year.

Water Fund expenses (including encumbrances) were 4.4% below the YTD budget at March 31. A large part of this variance is due to the variance in salaries and benefits as previously discussed. Salary & benefits expenses were only 67.7% of the annual budget at March 31. Expenses in the fund are expected to continue tracking with the YTD budget throughout the year and will be under budget at year-end.

#### Wastewater Fund

Wastewater Fund revenues are slightly below the YTD budget but the \$104,000 (0.7%) variance from the \$14.8 million revenue budget is not considered significant. Revenues are primarily based on a capped level of water usage by customers and do not have as much fluctuation as water revenues. Staff projects that revenues will fall short of budget for the year by up to \$106,000.

Wastewater Fund expenses and encumbrances are \$851,000 (5.3%) below the YTD budget at March 31. This variance is the primarily the result of savings in salary & benefits costs, which were only 67.3% of the annual budget. Expenses are projected to end the year significantly under budget and are expected to exceed any revenue shortfalls for the year.

#### **Downtown Parking Fund**

Downtown Parking Fund revenues are approximately \$99,000 (1.5%) ahead of the YTD budget. The current year revenue budget was reduced almost \$703,000 from prior year revenues. YTD revenues were approximately even with revenues for the first nine months of the prior year. Parking revenues are significantly impacted by the number of visitors and retail activity in the

City. Approximately 72% of annual budgeted revenues are for hourly parking monthly at the City's parking facilities and the Fund collected approximately 75.2% of the annual budget for these revenues through March 31. Revenues are expected to approximate budget for the year.

Downtown Parking Fund expenses were \$305,000 (3.7%) below the YTD budget at March 31 and 32.7% below expenses for the first nine months of the prior year. The majority (\$205,000) of the March 31 variance is due to payroll costs, which were 69.6% of the annual budget. Expenses are projected to end the year well within budget. Expenses are significantly lower than the prior year because of a structural change made to the fund this year. The Downtown Parking capital projects fund was created this year to account for the long-term capital projects for Downtown Parking.

#### **Airport Fund**

Airport Fund revenues were approximately \$398,000 (3.2%) ahead of the YTD budget at March 31. Commercial industrial revenue has exceeded expectations through the first nine months of the fiscal year due to increased rental activity and new leases on properties that had been vacant for several months. Commercial aviation fees are ahead of budget because of increased landing fees, primarily as a result of larger aircrafts and changes fleets used by the commercial carriers. Additionally, the relocation of the gift shop to the central lobby has resulted in increased sales. Staff anticipates that revenue will exceed budget for the year.

Airport Fund expenses and encumbrances are 4% below the YTD budgeted amounts. Actual operating expenses (excluding capital transfers) were 10.7% below the YTD budget with salaries & benefits costs approximately 6.3% below the YTD budget. Supplies & services expenses were below the YTD budget but are expected to be higher in the 4<sup>th</sup> quarter. Overall, expenses are on target and will end the year under budget.

#### **Golf Fund**

Golf Fund revenues were approximately \$248,000 (10.4%) below the YTD budget at March 31. Through nine months Golf Fund revenue is down almost 25% from prior year levels. Rounds of golf are down from last year due the economic downturn and two major construction projects that were completed earlier in the year. Phase IV of the Safety Improvement Plan (renovation of two greens and completion of a continuous cart path system) and the Creeks Division Storm Water Quality/Creek Restoration Project were completed in February and staff is projecting revenue to increase throughout the remainder of the year. The most recent staff estimates project that year-end revenues will be approximately \$400,000 below budget.

Golf Fund expenses are approximately \$94,000 (3.4%) below the YTD budget at March 31. With a projected \$400,000 revenue shortfall, staff is working to reduce expenses throughout the remainder of the year to offset a significant portion of the projected budget shortfall. The Fund is reducing expenses for supplies & services, special projects, and capital projects where possible. Additionally, the Fund will need to achieve salary savings through position vacancies. Management expects approximately \$346,000 expense savings at year-end

#### **Waterfront Fund**

Waterfront Fund revenues were in line with YTD revenues at March 31 and are anticipated to slightly exceed budget for the year by approximately 2%. Property Management revenue is projected to fall approximately 2.75% below budget but this shortfall will be offset by positive variances in Marina Management and Financial Management revenues.

#### Fiscal Year 2010 Interim Financial Statements For the Nine Months Ended March 31, 2010 (75% of Year Elapsed)

Expenses are approximately \$380,000 (3.2%) below the YTD budget at March 31, with approximately \$260,000 of the variance relating to salaries & benefits. Overall, staff expects that year-end expenses will be within budgetary limits by using a portion of the Fund's Appropriated Reserve. The adopted budget includes \$100,000 of appropriated reserves that are budgeted to cover unexpected expenses that come up during the year. Unplanned expenses to repair storm damage and renovate vacant tenant space will be paid from these appropriations. The variance is due to \$566,390 encumbered at mid-year, primarily for materials, supplies, and services contracts that will be used throughout the remainder of the year.

# CITY OF SANTA BARBARA Schedule of Recommended Third Quarter Adjustments Fiscal Year Ending June 30, 2010

	(De	crease/ ecrease) penditure ropriation	(De	crease/ ecrease) evenue Budget	Increase/ (Decrease) Fund Balance		
GENERAL FUND (001)							
Departmental Revenues							
Fees & Charges - Finance Department	\$	-	\$	75,000	\$	75,000	
Finance Department							
Professional Services (UUT Audit)		50,000		_		(50,000)	
Professional Services (Cable Franchise Audit)		25,000				(25,000)	
Total General Fund	\$	75,000	\$	75,000	\$		
COUNTY LIBRARY FUND (181) Professional Services (Voter Survey - Possible Goleta							
Parcel Tax to Support Goleta Library)	\$	25,000	\$		\$	(25,000)	